

TOWN OF LOS ALTOS HILLS  
26379 FREMONT ROAD  
LOS ALTOS HILLS, CA 94022  
(650) 941-7222

REVOCABLE ENCROACHMENT PERMIT APPLICATION # \_\_\_\_\_

Project Address: \_\_\_\_\_ APN# \_\_\_\_\_

Project Description \_\_\_\_\_

Proposed Start Date \_\_\_\_\_ Proposed End Date \_\_\_\_\_ Plans Submitted \_\_\_\_\_

Work to be done by (Contractor) \_\_\_\_\_ Phone # \_\_\_\_\_

Job Foreman \_\_\_\_\_ Job Phone/Pager \_\_\_\_\_

24 hour Emergency Phone # \_\_\_\_\_

Address \_\_\_\_\_

Los Altos Hills Business License # \_\_\_\_\_

Ins. Co. \_\_\_\_\_ Policy # \_\_\_\_\_ Liability Limits \_\_\_\_\_

Applicant \_\_\_\_\_ ("Permittee")

Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Owner (if different than Applicant) \_\_\_\_\_

Owner's Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

USA Inquiry ID# \_\_\_\_\_ (Required for any excavation in a Public Right of Way or Private Easement. For further information, contact the USA Regional Notification Center at 1-800-642-2444 at least two working days prior to propose start of excavation.)

NOTE: The work authorized by this permit shall be subject to all terms, conditions, and restrictions set forth herein. This permit consists of this page and the General/Special Conditions attached and made a part hereof and any drawings referenced above. The project, as specifically described, is to be strictly construed and no other activity shall be permitted. Any work performed that is not part of the permit shall be promptly removed at the expense of the Permittee. The Permittee and/or his, her or its contractor shall indemnify and save harmless the Town, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work authorized or required by this Permit or Permittee and/or his, her, or its contractor, their officers, agents, employees, and/or servants.

\_\_\_\_\_  
Signature of Applicant

Fee: \$ \_\_\_\_\_ Acc. # \_\_\_\_\_ Date Received: \_\_\_\_\_

Deposits: \$ \_\_\_\_\_ Acc. # \_\_\_\_\_ Receipt #: \_\_\_\_\_

Bond: \$ \_\_\_\_\_ Acc. # \_\_\_\_\_ Received by: \_\_\_\_\_

Permit Approved By: \_\_\_\_\_, Engineering Department

Conditions of Approval: See General Conditions and Special Conditions attached.

## GENERAL CONDITIONS

1. STANDARDS OF CONSTRUCTION. All work shall conform to the Standard Specifications of the Town of Los Altos Hills, State of California, which are identical with the Standard Specifications, July, 1992 of the State of California, Business and Transportation Agency, Department of Transportation.
2. SUPERVISION OF CITY ENGINEER. All the work shall be done subject to the supervision of and to the satisfaction of the City Engineer.
3. FUTURE MOVING OF INSTALLATION. It is understood by the Permittee that whenever construction, reconstruction, maintenance, or any work on the street, road, highway, or other areas may be required, the installation provided for herein shall, upon request of the Town, be immediately removed by, and at the sole expense of, the Permittee.
4. EXPENSE OF INSPECTION. On work which requires the presence of an employee or agent of the Town as inspector, the salary, traveling expense, tests on materials, and other incidental expense of such inspection during the work shall be paid by the Permittee upon presentation of a bill.
5. LIABILITY FOR DAMAGES. The Permittee is responsible for all liability for personal injury or property damage which may arise out of work herein permitted or which may arise out of failure on the Permittee's part to perform his, her, or its obligations under this Permit in respect to maintenance. In the event any claim of such liability is made against the Town of Los Altos Hills or any agent, independent contractor, officer, or employee of the Town, the Permittee shall defend, indemnify, and hold them and each of them harmless from such claim. This Permit shall not be effective for any purpose unless and until the above-named Permittee files with the Town the following Certificates of Insurance: Public Liability in the amount of \$ \_\_\_\_\_ and Property Damage in the amount of \$ \_\_\_\_\_, with the Town and its officers, agents, independent contractors, and employees named as additional insureds. The Permittee shall carry Workers' Compensation Insurance to cover all labor employed on work covered by this Permit.
6. MAKING REPAIRS. If the City Engineer shall so elect, repairs to paving and other improvements which have been disturbed shall be made by the Town and the expenses therefor shall be borne by the Permittee. The City Engineer shall require a deposit before starting repairs in an amount sufficient to cover the estimated cost. The City Engineer will give reasonable notice of his election to make such repairs. If the City Engineer does not so elect, the Permittee shall make such repairs in accordance with the Town's construction standards. In every case, the Permittee shall restore any portion of the street, road, highway, or other area which has been excavated or otherwise disturbed to its former condition or to the minimum standards as set forth in the Town's Standard Specifications, except where the City Engineer elects to make repairs as provided in this paragraph and except where provision to the contrary is made in this Permit.
7. CARE OF DRAINAGE. If the work authorized by this Permit interferes with the established drainage or erosion control, corrective improvements shall be made by the Permittee to provide for it as may be directed by the City Engineer. Job sites shall be protected from erosion at the end of each work day during the rainy season. Protection shall include, but not be limited to, backfilling trenches, tarping stockpiles and installing silt fences or straw bales as necessary.
8. MAINTENANCE. The Permittee agrees by the acceptance of this Permit to exercise reasonable care to maintain properly any encroachment placed in the street, road, highway, or other areas, and to exercise reasonable care in inspecting for and immediately repairing and making good any injury to any portion of the street, road, highway, or other areas which occurs as a result of

the maintenance of the encroachment in the street, road, highway, or other areas, or as a result of the work done under this Permit, including any and all injury to the street, road, highway, or other areas which would not have occurred had such work not been done or such encroachment not been placed there.

9. CROSSING ROADWAY. On all primary roads or at locations directed by the City Engineer, service and other small diameter pipes shall be jacked or otherwise forced underneath pavement without disturbing same. Service pipes will not be permitted inside of metal culvert pipes used as drainage structures.

10. TUNNELING. No Tunneling will be permitted except on major work as may be specifically set forth in the Special Conditions.

11. DEPTH OF PIPES AND EXCAVATION LIMITS. There shall be a minimum of two and one-half feet (2.5') of cover over all pipes or conduits. The limits of excavation for pipes shall be one foot minimum outside the outside diameter of the pipe unless otherwise ordered by the City Engineer.

12. BACKFILLING. Backfilling operations shall conform to the following requirements:

Backfill material shall be Class 2 aggregate base or may consist of material from excavation (if approved by the City Engineer) free from stones or lumps exceeding 3 inches in greatest dimension, vegetable matter, or other unsatisfactory material and shall be compacted to a relative compaction of not less than 95%. When the material from excavation is unsuitable for use as backfill, it shall be disposed of as directed by the City Engineer and suitable material approved by the City Engineer shall be furnished by the Permittee.

Backfill material, properly moistened, shall be placed in horizontal, uniform layers not exceeding 0.67 foot in thickness, before compaction, and shall be brought up uniformly. Each layer of backfill materials shall be compacted to a relative compaction of not less than 95%.

CERTIFICATION OF COMPACTION AND COPIES OF COMPACTION TEST RESULTS SHALL BE SUBMITTED TO THE CITY ENGINEER FOR REVIEW AND APPROVAL PRIOR TO ACCEPTANCE OF THE WORK BY TOWN.

THE CITY ENGINEER SHALL DETERMINE THE NEED AND FREQUENCY OF THE TESTING. TESTING SHALL BE PROVIDED BY THE PERMITTEE AND SHALL BE PERFORMED TO THE SATISFACTION OF THE CITY ENGINEER. ALL COSTS ASSOCIATED WITH COMPLYING TO THE ABOVE REQUIREMENTS SHALL BE BORNE BY THE APPLICANT/DEVELOPER OR HIS, HER, OR ITS CONTRACTOR.

13. SURFACE MATERIALS.

a. Aggregate Base. Mineral aggregate material removed shall be replaced with 3/4" Maximum Class 2 Aggregate Base material, and shall conform to Section 26 of the Standard Specifications. The aggregate base shall conform to the following quality requirements:

<u>Tests</u>	<u>Test Method</u>	<u>Requirements</u>	<u>Moving Average</u>
Resistance (R-Value)	301	78 Min	
Sand Equivalent	217	28 Min	31 Min
Durability Index	229	35 Min	

The depth of aggregate base placed shall be equivalent to the depth material removed, unless the existing material is less than eight inches, in which case, a minimum of eight inches compacted material will be required.

The aggregate base shall be watered and compacted in layers not to exceed 0.50-foot compacted thickness. The relative compaction of each layer of compacted base material shall not be less than 95% of that determined by Test Method No. California 261, for individual tests and not less than 95% for moving average.

b. Asphalt Concrete. Surface material to be used to replace all other types of pavements shall consist of 3/4-inch maximum, medium grade, Type B Asphalt Concrete and shall conform to Section 39 of the Standard Specifications. Minimum thickness of Asphalt Concrete placed shall be 0.25-foot in compacted thickness. Steamed-refined paving asphalt to be mixed with aggregate shall be viscosity grade AR 4000 or as directed by the City Engineer.

c. Gravel or Crushed Rock Surfaces. Whenever a gravel or crushed rock surfaced street is trenched, the workmanship and materials involved in backfilling and placing surface material shall conform to Section 12 and 13(a) of these General Conditions. During rolling of the final course of the surface material, it shall be sprinkled with water to the extent that sufficient fines will be flushed to the surface to fill the voids and create a sealed surface.

d. Aggregate Pathways. Whenever an aggregate pathway is trenched or excavated, the top six inches of pathway shall be replaced with Stevens Creek Quarry Crusher Fines compacted to a relative density of 95%. All damaged header boards shall be repaired/replaced to the satisfaction of the City Engineer.

14. PIPES ALONG ROADWAY. Pipes and utilities paralleling the pavement shall be located at the distance from traveled way and at such depth as specifically directed in the Special Conditions. No tree roots two inches or more in diameter shall be cut. Material shall be removed from around root systems so as to avoid damage thereto. Roots shall be protected with burlap wrapping while exposed.

15. PAVEMENT CUTS. All excavations on existing A.C. pavement shall be saw-cut with no exception. Any required pavement cuts on surfaces that have been paved or overlaid within the past five years will require that the full width of the paved road be fogsealed or slurry sealed, to be determined by the City Engineer, for the length of the pavement cut. The surface treatment shall meet all requirements of the City Engineer.

#### 16. NOTIFICATION.

a. Resident Notification. Two working days prior to the work proposed with this Permit, the Contractor shall deliver written notification to each property owner immediately along the road whose driveway access may be disrupted. The notification shall include information regarding how the property owner's access will be restricted, the dates that the work will occur, the length of time that access will be restricted, and the name and telephone number of the Contractor and Project Foreman. The proposed notification form to be used shall be provided to the City Engineer for review and approval prior to the first working day.

b. Road Restrictions or Closures. The Contractor is required to notify the Town's Department of Public Works, the Los Altos Fire Department, and the Santa Clara County Sheriff a minimum of 48 hours in advance of any planned lane restrictions or closures, indicating hours and duration. Any lane restrictions or closures must first be approved by the City Engineer.

17. TRAFFIC CONTROL. The Contractor is responsible for providing all traffic control and any temporary lane delineation. Traffic control shall include, but not be limited to, signing, barricades, flagging, and pilot cars as necessary to provide the safe flow of traffic through the work area.

18. WORK HOURS. Construction shall be limited to the Town's approved work hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. No work shall be

permitted on Saturdays, Sundays, or holidays, except with prior approval from the City Manager.

19. MUDTRACKING. All roads shall be kept clean and clear of mud and debris. Roads shall be cleaned of any mud or debris before the end of each work day.

20. REVOCABILITY. This Permit may be revoked by the City Engineer at any time for any reason, including without limitation, failure to carry the required insurance, failure to pay Town expenses, failure to comply with the terms and conditions of the Permit, or the necessity for Town work to be performed in the same area.

21. TERMINATION DATE. This Permit shall terminate no later than \_\_\_\_\_, 199\_\_.

22. SPECIAL CONDITIONS.

DATED: \_\_\_\_\_

\_\_\_\_\_  
City Engineer

